

CODE OF CONDUCT FOR FACULTY AND STAFF

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her

1. Every employee shall maintain punctuality and integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college.
2. An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority.
3. No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization.
4. No employee shall make any statement, publish or write through any media concerned to the college without prior permission from the principal.
5. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment.
6. An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the college.
7. An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.
8. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case in writing through proper channel to the competent authority.
9. An employee who commits any offence or dereliction of duty or does an act detrimental to the interest of the college is subject to an enquiry and punishment by the competent authority.
10. No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of the rule will amount to misconduct and attract deterrent punishment.